

UNITED STATES MARINE CORPS  
Financial Management School  
Marine Corps Combat Service Support Schools  
PSC Box 20041  
Camp Lejeune, North Carolina 28542-0041

FMOC-F 0503  
APR 2000

**STUDENT OUTLINE**

**BASIC PAY AND SPECIAL PAY**

**LEARNING OBJECTIVES**

a. **TERMINAL LEARNING OBJECTIVES:**

(1) Given adjustments to pay and allowances computations, substantiating "S" documents, calculator, and the references, certify adjustments to pay and allowances as being accurate and complete prior to input into Marine Corps Total Force System (MCTFS) in accordance with DODFMR, Vol. 7A. (3404.02.03)

(2) Given adjustments to leave entitlements computations, "S" documents, access to MCTFS, calculator, and the references, certify leave entitlements as being accurate and complete prior to input into MCTFS in accordance with DODFMR, Vol. 7A. (3404.02.09)

b. **ENABLING LEARNING OBJECTIVES:**

(1) Given a simulated situation pertaining to the computation of the creditable service, and the references, certify computation of creditable service for the situation in accordance with DODFMR, Vol. 7A (3404.02.03a)

(2) Given a simulated situation pertaining to the Pay Entry Base Date (PEBD), and the references, certify the PEBD for the situation in accordance with DODFMR, Vol. 7A and DFAS-KC 7220.31-R (APSM) (3404.02.03b)

(3) Given a simulated situation pertaining to absence from duty, and the references, certify absence from duty for the situation in accordance with DODFMR, Vol. 7A, and (APSM) (3404.02.03c)

(4) Given a simulated situation pertaining to special duty assignment pay (SDAP), and with the aid of DODFMR, certify SDAP for the situation in accordance with DODFMR, Vol. 7A. (3404.02.03d)

(5) Given a simulated situation pertaining to hostile fire or imminent danger pay (Hostile Fire/IDP), and with the aid of DODFMR, certify Hostile Fire/IDP for the situation in accordance with DODFMR, Vol. 7A. (3404.02.03e)

(6) Given a simulated situation pertaining to diving duty pay, and the references, certify diving pay for the situation in accordance with DODFMR, Vol. 7A. (3404.02.03f)

(7) Given a simulated situation pertaining to Hardship Duty Pay (HDP-L), and the references, certify HDP-L pay for the situation in accordance with DODFMR, Vol. 7A. (3404.02.03g)

(8) Given a simulated situation pertaining to sea duty pay, the appropriate materials, and the references, certify sea duty pay for the situation in accordance with the DODFMR, Vol. 7A. and (APSM) (3404.02.03h)

1. **CREDITABLE SERVICE:**  
(DODFMR, Chapter 1)

a. General Knowledge. In computing years of service for determining basic pay, members will be credited with the full time for all periods of active or inactive service served as a commissioned officer, warrant officer, or enlisted member serving in a status covered in the DODFMR, Vol. 7A, par. 0101.

(1) For a Regular Component, service as an enlisted member in the Reserves before beginning active duty in a Regular component is creditable service if the member enlisted in the Reserve component before 1 JAN 1985 (Delayed Entry Program).

(2) For a Reserve Component, service as an enlisted member in the Reserves before beginning service on active duty for training in a Reserve component is creditable service if the member enlisted in the Reserve component before 28 NOV 1989. For enlistment's on or after 28 NOV 1989, it is creditable service if the Reserve member performs inactive duty training before beginning service on active duty for training.

EXAMPLE #1

Statement of Service

USMCR	19840226	TO		0	(TIME
	19840330		INACT	LOST)	
USMC	19840331	TO	ACT	0	(TIME
	19890330			LOST)	
USMC	19890331	TO			
	PRESNT				

NOTE: The member's inactive service (Delayed Entry Program) above is considered creditable service since it is prior to 1 Jan 1985.

EXAMPLE #2

Statement of Service

USMCR	19890226	TO	INACT	0	(TIME
	19890330			LOST)	
USMCR	19890331	TO	ACT	0	(TIME
	19930330			LOST)	
USMCR	19930331	TO			
	PRESNT				

NOTE: The member's inactive service (Delayed Entry Program) above is considered creditable service since it is prior to 28 Nov 1989.

b. Service that is not creditable.

(1) Fraudulent Enlistment.

(2) Reserve Officer's Training Corps.

2. PAY ENTRY BASE DATE (PEBD):  
(DODFMR, Chapter 1)

a. General knowledge. The pay entry base date is the actual or constructive date of original entry into the military. This date reflects all creditable service the member has completed thus far in a military career.

(1) The PEBD for officers is established by Headquarters Marine Corps when an officer is appointed or reappointed.

(2) The PEBD for enlisted members with no prior creditable service will be the same date of entry into military service.

(3) The PEBD for enlisted members with prior creditable service will be the constructive date of entry into military service.

(4) Absence(s) while in an enlisted status is treated on a case by case basis DODFMR Table 1-2.

(5) Time lost must be made good after a member returns to a full duty status. This time lost made good is considered creditable service.

(6) The day a Marine enters an unauthorized absence (UA) status regardless of the time is a day of time lost. The day the Marine returns regardless of the time is a day of duty.

(7) Time lost must be made good by adding the time lost to the member's Expiration of current contract (ECC) and PEBD. Time lost when taken in consideration for a new adjusted ECC date is accountable on a day-for-day basis. Time lost when taken in consideration for a new adjusted PEBD is based on a 30 day month. The 31st day of a month will only be considered for the PEBD when the member's first day of time lost is on the 31st.

#### EXAMPLE

Marine went UA from the period of 0743 20000530 to 2200 20000604. Time lost would be for 5 days, 20000530 to 20000603 inclusive. Member's PEBD is 19970121, ECC is 20010120.

#### COMPUTATION OF DAYS LOST FOR ADJUSTMENT PURPOSES

MONTH	PEBD	ECC
MAY	1	2
JUNE	3	3
TOTAL	4	5

Original PEBD	19970121	Original ECC	20010120
Time lost	+ 4	Time lost	+ 5
Adjusted PEBD	19970125	Adjusted ECC	20010125

#### 3. HOW TO COMPUTE CREDITABLE SERVICE FOR BASIC PAY:

a. To compute creditable service, use the following method for all periods:

Statement of Service

USMCR	19840501 to 19841231	INACT	0 (time lost)
USMC	19850101 to 19891230	ACT	0 (time lost)
USMC	19891231 to PRESENT	ACT	

STEP	ACTION	EXAMPLE
1	List all beginning dates. Never change these	19840501  19850101
2	List all ending dates. <u>Change the ending date to 30 if it is the last day of the month and other than 30.</u> (Caution: If service ends on 28 Feb of a leap year, do not change the 28 to 30, since the 29th is the last day of the month)	19841230  19891230
3	Add all beginning dates	19840501 +19850101 39690602
4	Add all ending dates	19841230 +19891230 39732460
5	Subtract total beginning dates from total ending dates. (If more months are needed to make the subtraction, deduct 1 year from the total ending dates and add 12 months. If more days are needed deduct 1 month from total of ending dates and add 30 days)	39732460 -39690602 041858
6	Add 1 day for each period of continuous service to account for inclusive dates	041858 + 02 041860
7	Subtract number of days time lost, if any	0

8	Convert the result into full years, months and days. The result would be the service creditable for basic pay purposes (Pay Entry Base Date)	050800
9	Subtract total creditable service from first day of current contract. (This step is used to compute a constructive PEBD when there are breaks in service)	

### EXAMPLE #1

#### Statement of Service

USMCR 19831023 TO INACT 0 (TIME LOST)  
 19840103  
 USMC 19840104 TO ACT 0 (TIME LOST)  
 19871212  
 USMCR 19871213 TO ACT 0 (TIME LOST)  
 19891022  
 USMC 19900711 TO PRESENT

STEP #1	1983	10	23	STEP	1984	01	03
	1984	01	04	#2	1987	12	12
	1987	12	13		1989	10	22
STEP #3	5954	23	40	STEP	5960	23	37
				#4			
				STEP	5960	23	37
				#5	(convert)		
					5959	34	67
					- 5954	23	40
						05	11
					27		
				STEP			+
				#6	03		
				STEP			-
				#7	00		
Creditable				STEP		06	00
service				#8	00		

	STEP	1990	07	11
Constructive	#9	-	06	00 00
PEBD		1984	07	11

EXAMPLE #2

Statement of Service

USMCR	19840101 TO	0	(TIME LOST)
	19841231	INACT	
USMC	19850101 TO	73	(TIME LOST)
	19890314	ACT	
USMC	19890315 TO PRESENT		

TIME LOST was from 2359 19871031 to 2359 19880112

STEP	19840101	STEP #2	19841230
#1	<u>19850101</u>		<u>19890314</u>
STEP	39690202	STEP #4	39731544
#3			
		STEP #5	39731544
			<u>-39690202</u>
			041342
		STEP #6	+ 02
		STEP #7	<u>- 72</u>
		STEP #8	050002

\*NOTE\* Time lost days in the statement of service reflects total number of actual days on a day-for-day basis, time lost for PEBD is based on a 30 day month, that is why we used 72 days vice 73.

MONTH	PEBD	ECC
OCT	1	1
NOV	30	30
DEC	30	31
JAN	11	11
TOTAL	72	73

PRACTICAL APPLICATION:

( 2 HRS )

#### 4. BASIC PAY:

a. General Knowledge Basic pay is the primary means of compensating members of the armed forces for their service to the country. The pay of a member is as prescribed by law. Members are entitled to pay according to their pay grades and years of service if they are on active duty in a pay status.

b. Every service member is entitled to basic pay while on active duty EXCEPT during the following periods:

(1) Unauthorized absence (UA)

(2) Unexcused absence in hands of civil or foreign authorities (IHCA/IHFA)

(3) Excess leave

(4) Confinement time after an enlistment contract has expired.

#### 5. COMPUTING MONTHLY PAY:

(DODFMR, Chapter 2)

a. Compute as if each month had 30 days. When service begins or ends during any day of the month, pay for the actual number of days served, but only on a 30 day basis.

b. If service begins on the 31st day of the month, no pay accrues for that day.

c. Any person who enters active duty during February and serves until the end of the month is entitled to pay as if there were 30 days in the month less the number of days not served. If service ends prior to the last day of February, then pay only for the actual number of days served.

#### **EXAMPLE #1**

Scenario:	Marine reports to active duty on 16 February as a Private. His pay for February would be computed as follows:  Monthly Basic Pay rate: <b>\$930.30</b> Period 16 - 28 February (15 days)
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Computation:	<b>\$930.30</b> divided by 30 multiplied by 15 days amount due is <b>\$465.15</b>
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### EXAMPLE #2

Scenario:	<p>Marine discharged from active duty on 16 February as a LCpl over 3 years of service (3). His pay for February would be computed as follows:</p> <p>Monthly Basic Pay rate: <b>\$1284.60</b>  Period 1 - 16 February (16 days)</p>
Computation:	<b>\$1284.60</b> divided by 30 multiplied by 16 days amount due is <b>\$685.12</b>

### EXAMPLE #3

Scenario:	<p>Marine reports to active duty on 31 January as a private. His pay for January &amp; February would be computed as follows:</p> <p>Monthly Basic Pay rate: <b>\$930.30</b>  Period 31 January (0 days)  Period 1 - 28 February (30 days)</p>
Computation:	No entitlement of basic pay for January, amount due is <b>\$930.30</b> for February.

#### 6. ABSENCE WITHOUT PAY: (DODFMR, Chapter 3)

- a. One day of pay is lost for each day of absence in a non-pay status.

b. No pay is lost for unauthorized absence on the 31st day of a month. Unless, the 31st is the first day of absence.

c. Absence on the 28th of Feb in a non-leap year will result in the loss of 3 days pay. Absence on the 29th of Feb in a leap year will result in a loss of two days pay.

#### EXAMPLE #1

Scenario:	LCpl (2) was UA from 0800 20000405 to 0730 20000408. He had a total of 3 days in a non-pay status.  Monthly Basic Pay rate: <b>\$1235.70</b>
Computation:	\$1235.70 divided by 30 x 27 = <b>\$1112.13</b>  <b>\$1112.13</b> (Basic Pay earned for April)

#### EXAMPLE #2

Scenario:	LCpl (3) years service was in an unauthorized absence status during May and June. The inclusive dates of UA were 31 May through 2 June. His pay is reduced for the 31st through the 2nd.  Monthly Basic Pay rate: <b>\$1284.60</b>
Computation:	31 May = 1 DAY TIME LOST <b>\$1284.60</b> divided by 30 x 29 = <b>\$1241.78</b>  <b>\$1241.78</b> (Basic Pay earned for May)  1 to 2 June = 2 DAYS TIME LOST <b>\$1284.60</b> divided by 30 x 28 = <b>\$1198.96</b>  <b>\$1198.96</b> (Basic Pay earned for June)

#### 7. COMPUTATION OF BASIC PAY INVOLVING PROMOTIONS:

a. Any member who is promoted will get an increase in basic pay. The increase will take effect on the effective date of the promotion.

#### EXAMPLE

Scenario:	<p>LCpl (2) years service was promoted to Cpl with an effective date of 2 May. The basic pay is computed as follows:</p> <p>Monthly Basic Pay rate: <b>\$1235.70</b> E-3 (2)</p> <p>Monthly Basic Pay rate: <b>\$1312.80</b> E-4 (2)</p>
Computation:	<p>1 May <b>\$1235.70</b> divided by 30 x 1 = <b>\$41.19</b></p> <p>2 to 30 May <b>\$1312.80</b> divided by 30 x 29 = <b>\$1269.04</b></p> <p><b>\$ 41.19</b> (LCpl 1 day)</p> <p><b>\$1269.04</b> (Cpl 29 days)</p> <p><b>\$1310.23</b> (Basic Pay earned for May)</p>

#### 8. COMPUTATION OF BASIC PAY INVOLVING REDUCTIONS:

a. Any member who is reduced in rank will be entitled to basic pay at the lower pay grade. The decrease will take effect on the effective date of the reduction.

#### EXAMPLE

Scenario:	<p>LCpl (2) years service was reduced to PFC with an effective date of 9 May 2000. The basic pay is computed as follows:</p> <p>Monthly Basic Pay rate: <b>\$1235.70</b> E-3 (2)</p> <p>Monthly Basic Pay rate: <b>\$1127.40</b> E-2</p>
Computation:	<p><b>\$1235.70</b> divided by 30 x 8 = <b>\$329.52</b></p> <p><b>\$1127.40</b> divided by 30 x 22 = <b>\$826.76</b></p> <p><b>\$329.52</b> (LCPL (2) 8 days)</p> <p><b>\$826.76</b> (PFC 22 days)</p> <p><b>\$1103.32</b> (Basic Pay earned for May)</p>

#### 9. COMPUTATION OF BASIC PAY INVOLVING A PERIOD OF SERVICE:

a. Any member who goes over a period of service is entitled to an increase in basic pay. The increase will take effect on the anniversary of the PEBD.

### EXAMPLE

Scenario:	<p>LCpl (2) with a PEBD of 19970503 is entitled to increased pay of E-3 (3) effective 3 May 2000. The basic pay is computed as follows:</p> <p>Monthly Basic Pay rate: <b>\$1235.70</b> E-3 (2)</p> <p>Monthly Basic Pay rate: <b>\$1284.60</b> E-3 (3)</p>
Computation:	<p>1 to 2 May  <b>\$1235.70</b> divided by 30 x 2 = <b>\$82.38</b></p> <p>3 to 30 May  <b>\$1284.60</b> divided by 30 x 28 = <b>\$1198.96</b></p> <p><b>\$ 82.38</b>  <b>\$ 1198.96</b>  <b>\$ 1281.34</b> (Basic Pay earned for May)</p>

### PRACTICAL APPLICATION

#### 10. AUTHORIZED LEAVE:

All service members on active duty for 30 consecutive days or more are entitled to accrue leave under applicable service regulations. (NOTE: Marine Corps Regulations are MCO P1050.3) When on authorized leave they are entitled to full pay and allowances except as otherwise provided in Table 3-1. (DODFMR)

#### 11. LEAVE ACCOUNT:

a. General knowledge. The leave account is activated on the first day of active duty and terminated on the last day of active duty. The leave account status is reflected in section E of the member's LES. The amounts expressed are in full and half days only. The breakdown for Section E of the LES is as follows:

LV BF            ( Leave Brought Forward) Shows the leave balance at the end of the previous month. Negative balances are indicated by a minus sign preceding the numerical value.

EARNED Shows the number of days leave earned for the month.

USED Shows the number of days chargeable leave used during the month.  
Leave taken that was not charged against the leave account will not be reflected in this block (i.e. convalescent, sick, etc.)

BAL ( Balance) Shows the balance at the end of the current month.

EXCESS Shows the number of days excess leave taken during the account period.

MAX LV ( Maximum Leave Accrual) Shows the number of days the member can accrue up to ECC date.

ACC RUAL

LOST Shows the number of days dropped to reduce the balance to the maximum authorized by law at the end of a fiscal year.

LEAVE

SOLD AS OF Shows the number of leave days the member has sold.

#### EXAMPLE

BLK	19	20	21	22	23	24	25	26
SEC E	LV BF	EARNE D	USED	EXCESS	BAL	MAX	LOST	SOLD AS OF
	21.5	2.5	0.0	0.0	24.0	46.5	0.0	0.0

b. Leave accounting. There are many different types of leave, some are charged against the leave account and some are not, they are;

(1) Chargeable Leave: Leave taken that is annual, emergency, excess, appellate, or delay.

(2) Nonchargeable Leave: Leave taken that is sick leave or leave that is taken as an incentive in conjunction with an overseas extension.

(3) Lost Leave: Leave balances that exceed 60 days due on 30 September of each year will be reduced to 60 days.

(4) Excess Leave: Marines are charged excess leave when:

(a) They have used more leave than they can earn through their ECC date, to include any extension to that contract.

(b) They have an advance leave balance on release or discharge from active duty.

c. Leave accrual/non-accrual:

(1) Leave accrual is at the rate of 2.5 days for each full month of active service. When active service begins or ends on an intermediate day of the month, leave accrues as follows:

<u>NO. DAYS SERVED</u>	<u>LEAVE ACCRUAL</u>
1 through 6 days	.5
7 through 12 days	1.0
13 through 18 days	1.5
19 through 24 days	2.0
25 through 31 days	2.5

**\*NOTE\*** February is always considered a 30-day month for leave accrual purposes. The 31<sup>st</sup> day of a month is only considered if it is the day the Marine enters active service.

(2) Leave will continue to accrue during the following situations:

(a) Periods awaiting the results of a physical evaluation board.

(b) Periods of sick leave.

(c) Periods of confinement imposed as a result of Non-judicial Punishment (NJP).

d. Non accrual for time lost.

(1) When dealing with leave accrual, time lost effects the number of days earned for each month. Leave is not earned in a time lost status, and the leave account must be adjusted to reflect correct leave accrual during periods of time lost. The following method illustrates the correct procedure in dealing with time lost and its effect on the leave account:

#### EXAMPLE #1

Member was in an Unauthorized Absence status from **1330 20000702** to **2256 20000722**. Time lost for July would be **20 days 20000702 to 20000721** inclusive.

<b>2.5</b>	LEAVE ACCRUAL (NORMAL)
<b>- 2.0</b>	NON-ACCRUAL FOR UA PERIOD 7/2 THRU 7/21 (20 DAYS TIME LOST) CHART: 19 - 24 DAYS = 2.0
<b>.5</b>	CORRECT LEAVE ACCRUAL FOR JULY

#### EXAMPLE #2

Member was in an Unauthorized Absence status from **0920 20000625** to **1530 20000712**. Time lost for the period would be **17 days 20000625 to 20000711** inclusive. **\*When time lost spans over one month into the next, each month must be computed separately.**

<b>2.5</b>	LEAVE ACCRUAL (NORMAL)
<b>- .5</b>	NON-ACCRUAL FOR UA PERIOD 6/25 THRU 6/30 (6 DAYS TIME LOST) CHART 1 - 6 DAYS = .5
<b>2.0</b>	CORRECT LEAVE ACCRUAL FOR JUNE
	JULY
<b>2.5</b>	LEAVE ACCRUAL (NORMAL)
<b>- 1.0</b>	NON-ACCRUAL FOR UA PERIOD 7/1 THRU 7/11 (11 DAYS TIME LOST) CHART 7 - 12 DAYS = 1.0
<b>1.5</b>	CORRECT LEAVE ACCRUAL FOR JULY

(2) Leave does not accrue during the following situations:

- (a) Unauthorized absence.
- (b) Unexcused absence in hands of civil or foreign authorities.
- (c) Sick misconduct.
- (d) Court-martial confinement.
- (e) Excess leave.
- (f) Appellate and administrative leave.

(3) Terminating the leave account.

The leave account is terminated when a Marine is separated from active service or when an action occurs that allows a member the choice to accept a cash settlement. Currently a member may be paid for no more than 60 days of accrued leave in a career. The member may elect cash settlement for any unused leave for the following occasions:

- (a) Discharge for immediate reenlistment. Discharge must not occur more than 3 months prior to the normal ECC.
- (b) Upon first extension of enlistment becoming effective.
- (c) Upon departure on involuntary appellate leave.

(4) Reestablishing and adjusting the leave account.

(a) After discovering an error in the leave account, compute the leave balance starting with the last correct leave balance. Each period of leave, leave accrual, or nonaccrual will be shown. The finance officer will reestablish the leave account using TTC 549 or 550.

(b) The leave account can also be adjusted by means of TTC 556/000 and TTC 557/000 when the leave account cannot be corrected by conventional unit diary entries.

TRANSACTIONS TO ADJUST LEAVE ACCOUNT



TTC	SEQ	ACTION	DESCRIPTION
549	000	STRT	LV BAL ADV - _____. <u>0</u> I _____
549	001	STRT	LV BAL ADV - _____. <u>5</u> I _____
550	000	STRT	LV BAL DUE - _____. <u>0</u> I _____
550	001	STRT	LV BAL DUE - _____. <u>5</u> I _____
556	000	CRED	LV PRD - _____ TO I _____
557	000	CHEK	LV PRD - _____ TO I _____

PRACTICAL APPLICATION:

12. SPECIAL DUTY ASSIGNMENT PAY:

(DODFMR, Chapter 8)

a. General Knowledge. An enlisted member who is entitled to basic pay may qualify for Special Duty Assignment Pay (SDAP) when the member performs duties designated to be extremely difficult or involving an unusual degree of responsibility. A member may receive (SDAP) in addition to any other pay or allowances to which entitled.

b. The following requirements must be met in order for a member to receive special duty assignment pay.

- (1) Be an enlisted member in receipt of basic pay.
- (2) Be serving in the pay grade of E-3 or higher.
- (3) Is qualified and serving in a designated military specialty.

c. To determine how certain conditions affect the entitlement to (SDAP), refer to Table 8-2 in the DODFMR, Vol. 7A.

d. The monthly rates for special duty assignment pay are (ALMAR 271-97):

- (1) Recruiters (8411) - \$375
- (2) Career Recruiters (8412) - \$375
- (3) Marine Security Guards - \$110
- (4) Career Planners - \$55
- (5) Drill Instructors (8511) - \$275.00

e. SDAP is a monthly entitlement which may be prorated.

f. A unit diary entry is required to commence or terminate SDA Pay. The unit diary entry will include the effective date to start or stop the entitlement and what authority caused the action. The appropriate authority for unit diary reporting is a unit special order.

PRACTICAL APPLICATION:

13. HOSTILE FIRE OR IMMINENT DANGER PAY:  
(DODFMR, Chapter 10)

a. General Knowledge.

(1) Marines who meet the conditions established by regulations are entitled to special pay at the rate of \$150.00 per month.

(2) Marines may be entitled to this special pay in addition to any other pay and allowances to which entitled.

(3) A Marine may not be paid more than one payment for any month.

(4) Areas which have been declared hostile fire/imminent danger pay areas are:

REFER to DODFMR, Vol. 7A, Figure 10-1.

b. Conditions of entitlement.

(1) A member who is entitled to basic pay is entitled to hostile fire/imminent danger pay for any month during any part in which the member either:

(a) Is on official duty in a designated area;

(b) Is subject to hostile fire or explosion of hostile mines; or

(c) Is killed, injured, or wounded by hostile fire, explosion of a hostile mine, or any other hostile action.

c. Hostile Fire/Imminent Danger Pay is a monthly entitlement and is not prorated.

PRACTICAL APPLICATION:

14. ENTITLEMENT TO DIVING DUTY PAY:  
(DODFMR, Chapter 11)

a. General Knowledge.

(1) Marines entitled to basic pay are entitled to special pay for diving duty for periods during which they are:

(a) Assigned by orders to diving duty;

(b) Required to maintain proficiency as a diver by frequent and regular dives; and

(c) Actually performing diving duty.

(2) In time of war the President may suspend diving duty pay.

(3) For certain conditions of entitlement to diving duty pay, refer to Table 11-1 of the DODFMR, Vol. 7A.

b. Rates payable

(1) Marine officers assigned to and performing initial diving duty under instruction will be paid \$110.00 a month. After initial training and assigned to duty involving the use of SCUBA equipment, they are entitled to \$150.00 a month. Marine officers assigned to billets designated as combatant swimmers are entitled to special pay for diving duty at the rate of \$200.00 per month.

(2) Enlisted marines assigned to and performing initial diving duty under instruction will rate \$110.00 a month. After initial training and assigned to diving duty as SCUBA divers, they are entitled to receive \$110.00 a month. Enlisted Marines assigned to billets designated as combatant swimmers are entitled to receive special pay for diving duty at a rate of \$175.00 per month.

(3) Diving duty pay is a monthly entitlement which may be prorated.

PRACTICAL APPLICATION:

15. HARDSHIP DUTY PAY:  
(DODFMR, Chapter 17)

a. Hardship duty pay is payable to enlisted members who are assigned to duty at certain places outside the 48 contiguous states and the District of Columbia, as designated by the Secretary of Defense.

b. For certain conditions of entitlement to hardship duty pay, refer to Table 17-1 of the DODFMR, Vol. 7A.

c. Restrictions on payment of hardship duty pay.

(1) Hardship duty pay is not authorized for enlisted members who are residents of a designated hardship duty pay area while serving on permanent duty within that state, possession, or foreign country. A member's residence shall be the same as the member's designated legal residence for income tax purposes.

(2) An enlisted member may not receive both hardship duty pay and career sea pay for the same period of service.

d. The rate of hardship duty pay is based on a member's pay grade and computed on a 30 day month. It is taxable for federal and state income taxes and may be prorated. The current rates are in the DODFMR, Vol. 7A, par.1704.

PRACTICAL APPLICATION:

16. ENTITLEMENT TO CAREER SEA PAY (CSP):  
(DODFMR, Chapter 18)

a. General knowledge. Effective 1 Jan 1981, a member who is an E-4 or above may become entitled to Career Sea Pay. Commissioned Officers must have completed three years of sea duty before becoming eligible to receive career sea pay.

b. For certain conditions of entitlement to career sea pay, refer to Table 18-1 of the DODFMR, Vol. 7A.

c. Amounts of career sea pay are based on a member's grade and number of years of sea duty. Current rates for

career sea pay are located in the following tables of the DODFMR:

- (1) OFFICERS: TABLE 18-2
- (2) WARRANT OFFICERS: TABLE 18-3
- (3) ENLISTED: TABLE 18-4, 4A, & 4B.

d. Career sea pay is paid on a monthly basis, but may be prorated on a daily basis.

**EXAMPLE #1**

A Marine entitled to \$225.00 a month career sea pay paid for the period 1 through 25 June would be computed as follows:

\$225.00
divided by 30 (Career sea pay is a monthly entitlement)
<u>      x 25      </u> (1-25 June)
\$187.50 Total career sea pay due for June.

**EXAMPLE #2**

A Marine entitled to \$60.00 a month career sea pay paid for the period 9 through 31 May would be computed as follows:

\$60.00
divided by 30
<u>      x 22      </u> (9-30 May, not payable for the 31st of May)
\$44.00 Total career sea pay due for May.

e. Career sea pay is taxable for federal and state income taxes only.

f. Restrictions on payments.

(1) A member is not entitled to receive career sea pay while on board ship for the sole purpose of transportation, regardless of duration.

(2) Enlisted members are not authorized to receive career sea pay and foreign duty pay for the same period of service.

**PRACTICAL APPLICATION:**

**ON-LINE DIARY CERTIFICATION:**

PHASE EXAM